# MOTOR CARRIER SERVICES

## MoDOT CARRIER EXPRESS
## International Registration Plan

## Annual License Plate Renewal Instructions

# IMPORTANT NOTES

**USERID & PASSWORD**

To file online, you must have a userID and password. If you do not have a userID and password, e-mail contactmcs@modot.mo.gov

If you have forgotten your password, go to the log in page www.modot.org/mce and click on the orange button on that page. Follow the instructions to reset your password.

**If you have forgotten your password,
Click Here**

**GETTING BACK TO WHERE YOU LEFT OFF**

If you exit MoDOT Carrier Express at any time during a transaction, and the renewal is not in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function (see page 18) to return to the last saved page.

**BACK BUTTON**

Do not use your browser's "back" button. Using the back button or arrow will end your MoDOT Carrier Express session. You would then log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.

**PRISM ERROR MESSAGES – Gray boxes with error messages will pop up when information in MoDOT Carrier Express does not agree with information held by the FMCSA.**

To update an MCS 150 – update electronically at www.safersys.org or download a paper copy at www.modot.org/mcs/irp/index and fax, e-mail, or mail it to MoDOT. MCS-150s must be updated at least once every 18 months.  Information on file with MoDOT Motor Carrier Services must match the information you gave to the FMCSA. This includes Entity Type, Tax Payer Identification Number, Operation Type and all other information. If you have questions about error messages, call our office toll-free at 1-866-831-6277.

Our Contact information:

**MoDOT Motor Carrier Services**
1320 Creek Trail Drive
PO Box 893
Jefferson City, MO 65102-0893

Toll-Free: 1-866-831-6277
Local: 573-751-7100

E-mail: contactmcs@modot.mo.gov

1. Log on - www.modot.org/mce



a. Enter your userID and password. Click on **SIGN IN**

2. The **Welcome to the MoDOT Carrier Express** page appears.
   This page contains links for various activities and information pages.



a. To proceed with your IRP renewal, click on **APPLICATIONS**

3.  The **Motor Carrier Services Program Information** page appears.
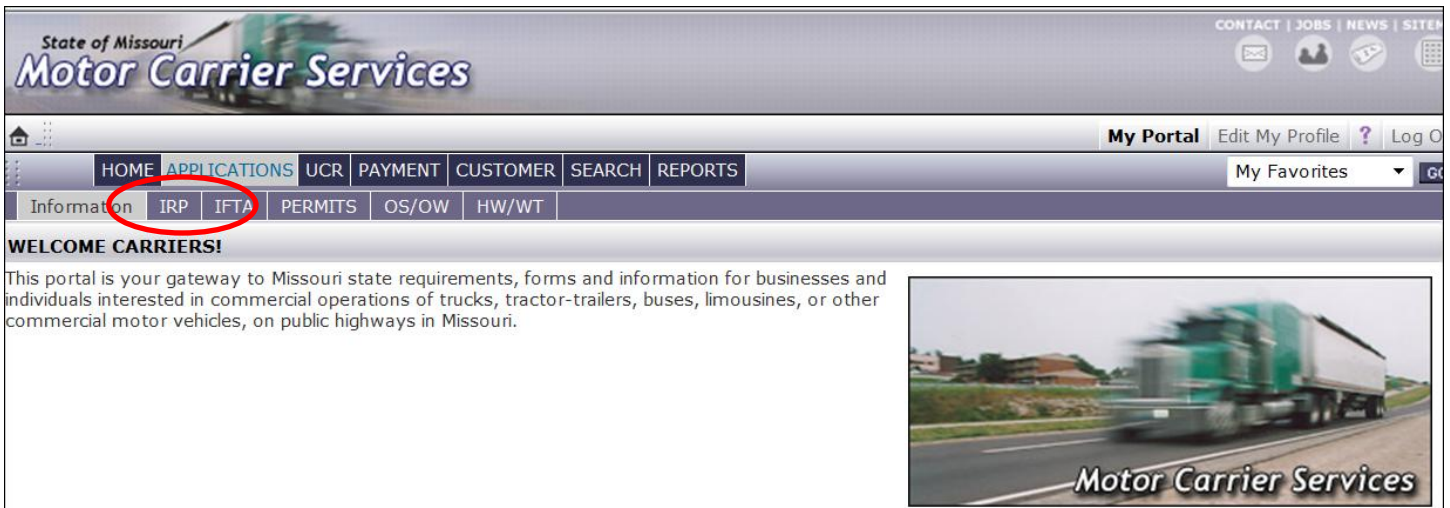


  a.  Click on the **IRP** tab

4.  The **IRP Main Menu** page appears
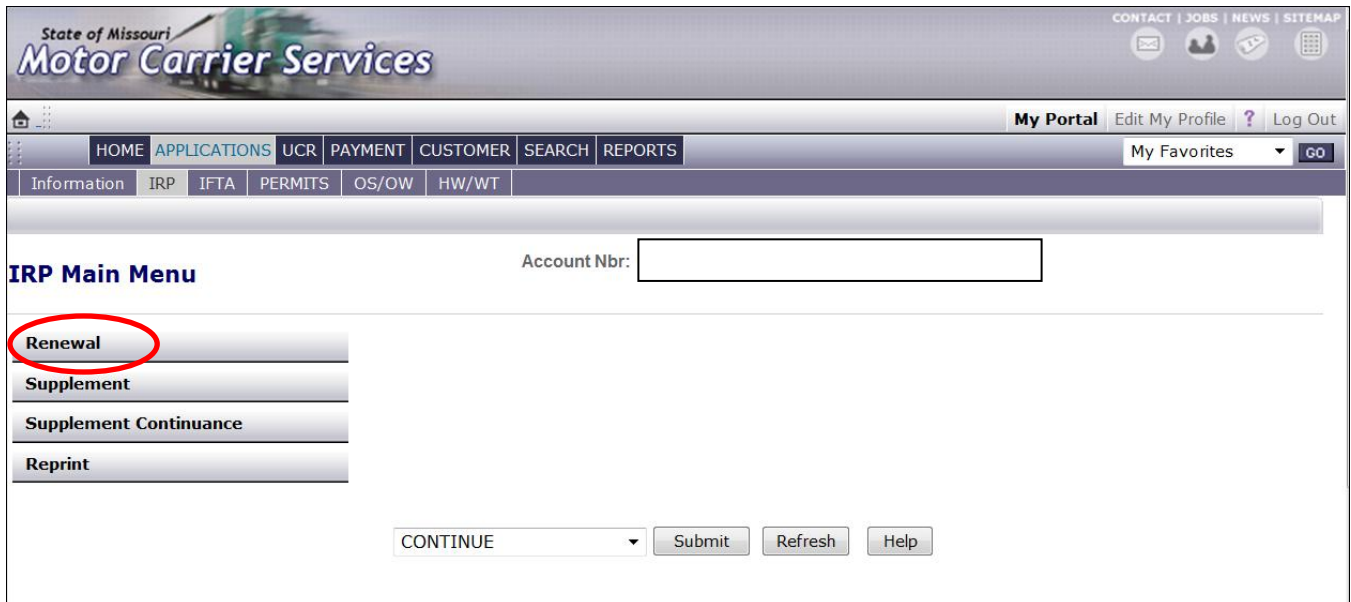


  a.  Click on **RENEWAL.** Fill in account information.
  b.  Enter the **FLEET NUMBER**
  c.  Enter the current **EXPIRATION MONTH AND YEAR**
  d.  If you already have the "Bluebird" license plates, ignore the REPLACE PLATES option.
  e.  Click **SUBMIT**

**5.** The **IRP Account** page appears

**Account**                                          Account Nbr: _____     _____
                                                     Supp Nbr: **0000**            **RENEW FLEET**

**USDOT Information**

    USDOT NBR: _____     TPID: 431591786        MCS150 DATE: 10/01/2009
USDOT/TIN
Mismatch Override: ☐         Carrier Operation Type Override: ☐

**Account Information**

   CARRIER NAME: ROBERT L SOLE                        ACCOUNT STATUS: 0 - ACTIVE/OPEN ▼
   ▸ DBA Name:
BUSINESS ADDR: _____  _____  _____          ZIP _____
    CITY: _____  STATE: MO - MISSOURI ▼    COUNTY: _____ ▼

MAILING ADDR: _____  _____  _____           ZIP _____
    CITY: _____  STATE: MO - MISSOURI ▼

CONTACT NAME: _____
  PHONE NBR: _____ T: _____    FAX NBR: ( _____ ) _____ - _____
E-MAIL ADDR: _____
IFTA ACCOUNT: ☐

      CONTINUE ▼   Submit   Refresh   Inquiry            | Click Here to Access SAFER

*Note: Proceed from field to field with the TAB button on your keyboard*

   **a.** Update with changes as needed. For further information see definitions below:

| US DOT NBR | The carrier's USDOT Number defaults to the Registrant/Motor Carriers number. **If this number is incorrect at the Registrant/Motor Carrier level please stop processing and contact Motor Carrier Services if changes are needed.** |
|---|---|
| TPID | The carrier's Tax ID number defaults to the Registrant/Motor Carriers TAX ID number. **If this number is incorrect please stop processing and contact Motor Carrier Services if changes are needed.** Types of the TAX ID: |
| | E-FEIN — Federal Employment Identification Number |
| | S-SSN — Social Security Number |
| ACCOUNT STATUS | The current status of the account. |
| CARRIER NAME | Carrier's legal business name defaulted to the name provided at the common customer level and cannot be updated from this screen. **Please stop processing and contact Motor Carrier Services if changes are needed.** |
| BUSINESS ADDR | Carrier's business is physically located, including the county. The physical address must be in the base jurisdiction. |
| MAILING ADDR | Enter the address for correspondence and other documents. Include 4 digit zip code |
| CONTACT NAME | Enter the name of the person to contact concerning this account. |
| PHONE NBR | Enter the contact's phone number. |
| FAX NBR | Enter a fax number if applicable. |
| E-MAIL ADDR | Enter an email address if applicable. |

  **b.** Click **SUBMIT**
  **c.** Check for errors, click **SUBMIT** again to confirm

**6.** The **Renew Fleet** page appears



*Note: Proceed from field to field with the TAB button on your keyboard*

**a.** Update with changes as needed. For further information see definitions below:

| | |
|---|---|
| EFFECTIVE DATE | Defines the beginning of the fleet's registration year. |
| EXPIRATION DATE | Defines the ending of the fleet's registration year. |
| FLEET TYPE | Defines the type of authority the registrant already has or the property and type of commodities the registrant/account holder plans to haul.<br><br>**FLEET TYPE**<br>PVT = Private<br>FHE = For Hire Exempt<br>FOR = For Hire<br>FHR = For Hire Rental<br>FHL = For Hire Leased<br>PVR = Private Rental |
| COMMODITY CLASS | Select the appropriate commodity class as determined by the type of authority or the type of property and type of commodities the registrant/account holder plans to haul.<br><br>**FLEET TYPE** / **COMMODITY CLASS**<br>PVT — ALL, LOGS, PASSENGER<br>FHE — EXEMPT<br>FOR — ALL, PASSENGER, HOUSEHOLD GOODS<br>FHR — ALL, EXEMPT<br>FHL — ALL<br>PVR — ALL |
| RGSTRNT PHONE NBR | Enter the Registrants phone number. **Must be a Missouri number** |
| BUSINESS ADDR | Enter the Missouri address where the registrant/motor carrier has an established place of business. |
| MAILING ADDR | Enter the mailing address where the registrant/motor carrier desires his/her credentials mailed. |
| CONTACT INFO | Enter the Contact Name, Phone Number, Fax Number and Email address of the individual responsible for the completion of the application and who is familiar with the requirements. |
| ALT SHIPPING ADDR - optional | Alternate Shipping Address. If a special shipping address (for receiving credentials) applies, enter this address in the fields displayed under ALT SHIPPING ADDR. |
| ONE-WAY RENTAL – One Way Fleets Only | If the vehicles in this fleet are used for one-way rentals, enter the appropriate mileage and vehicle information in the fields displayed under ONE-WAY RENTAL. |

**b.** Click **SUBMIT;** If there are no errors, click **SUBMIT** again to confirm

5

7. **The IRP Mileage** page appears



a. Enter the number of power units being renewed

b. Enter the ACTUAL mileage for each jurisdiction for specified reporting period

c. Indicate the TYPE for each jurisdiction in the renewal

> **A = Actual mileage for reporting period and registration renewal requested**
>
> **N = Actual mileage for reporting period and do not renew registration for this jurisdiction**
>
> **E = Estimate mileage – no actual miles to report and registration requested**
> (computer generates the appropriate estimated mileage)

d. Enter the jurisdictions (states and provinces) using one of the following methods:

   a. **USE MO ESTIMATED MILES FOR ESTIMATED JURISDICTIONS** – Check to use estimated mileage when you want to register to operate in an area where you have no actual miles to report for the reporting period.

   b. **APPLY FOR SCOPE OF OPERATION APPROVAL** - DETAILED ROUTE INFORMATION REQUIRED - Check to use estimated mileage. A route description including route distance, the number of vehicles taking the route and the number of trips planned is required. IF MoDOT DOES NOT FIND THE ROUTE REASONABLE, MILEAGE WILL BE CHANGED TO MISSOURI ESTIMATED MILES. See Estimated Mileage Chart at www.modot.org/mcs/irp.

e. **CHECK TO VERIFY IF STATES ARE CONTIGUOUS TO EACH OTHER** – Check this box to verify that all of the jurisdictions selected create a path to all selected jurisdictions.

f. If additional jurisdictions are desired, enter the postal abbreviation of each in the JUR column. To avoid common errors, find postal abbreviations at www.usps.com .

g. Click **SUBMIT**. The system calculates mileage and displays the totals at the bottom right hand corner.

   If you checked **MO ESTIMATED MILES**, and are not using Scope of Operation, click **SUBMIT.** Repeat **SUBMIT** until the next screen appears. Proceed to Step 8.

If you checked **APPLY FOR SCOPE OF OPERATION** a route entry screen appears after the mileage screen.



• Enter the **Description of Route** for all estimated jurisdictions in 60 characters or less.

• Enter the **Distance** of one trip in that jurisdiction.

• Enter the **No. (#) of Vehicles** that will make that trip.

• Enter the **No. (#) of Trips** that will be made in the upcoming registration period

1. Click **SUBMIT**
2. Click **SUBMIT** to confirm
3. Click **SUBMIT**. You will receive a JURISDICTIONS OKAY message
4. Click **SUBMIT** again to confirm (a total of four times)

8. The **Weight Group Selection** page appears. If no changes are needed, click **SUBMIT**. Weight group changes are not usually made during the renewal process. If you need to perform this rare function, follow the directions below. Ootherwise, do not check any boxes before submitting and proceed to Step 9.



**CHANGE OR ADD A WEIGHT GROUP**

**Amending/Changing a Weight Group**
1) Check the weight group you want to change and click **SUBMIT**
2) Change weights as needed for each jurisdiction.
3) Click **SUBMIT**
4) If there are no errors, click **SUBMIT** to confirm.
5) The Weight Group Selection Screen appears again
6) Click **SUBMIT** to continue.
7) The Vehicle Selection Menu screen appears. See step 9

**Adding a new weight group**
1) Choose from the drop-down list **ADD WEIGHT GROUP** and click **SUBMIT.**
2) Choose a Weight Group Type from the drop-down list by selecting
   **P= power unit, T= trailer, B= bus.**
   Choose the appropriate Missouri Gross Weight from the drop-down list.
   Comparable weights for other jurisdictions will appear and can be modified.
3) Click **SUBMIT**
4) If there are no errors, click **SUBMIT** to confirm.
5) The Weight Group Selection screen appears again.
6) Click **SUBMIT** to continue
7) The Vehicle Selection Menu screen appears.  See Step 9.

**9.** The **Vehicle Selection Menu** page appears



*Note*: Verify that all outstanding supplements are final before processing the renewal. All supporting documents and payments for supplements must be complete. Vehicle transactions that are not final at the time of invoice will result in vehicles that are not included in the renewal. These must be invoiced separately.

*Note*: To replace old license plates with the Bluebird design at no charge, check the power unit and/or trailer box.

| | |
|---|---|
| STRAIGHT RENEWAL<br>**Instructions on P. 10** | Use these instructions when there are absolutely no amendments (changes) or deletions to any vehicles in the renewal. |
| DELETE VEHICLE(S)<br>**Instructions on P. 11** | Use these instructions to remove equipment from the fleet to be renewed. |
| AMEND VEHICLE(S)<br>**Instructions on P. 12** | Use these instructions to enter the correct USDOT and TAX ID numbers of the **motor carrier responsible for the safety of each vehicle** and when any equipment requires updating, such as a unit number, ownership, title number, unladen weight, purchase date or price, weight changes, etc. This information must be correct. |

a. **STRAIGHT RENEWAL PROCESSING**
   This process is used when there are no changes or deletions to any units.

- Click **STRAIGHT RENEWAL**
- The **IRP Billing** page appears



- Choose a delivery option (fax or e-mail) to receive your detailed billing and invoice. Enter your fax number or e-mail address in the required field. Be sure the typed information is correct.
- To send invoices to your Report List (see the tabs at the top of the screen), choose Preview. Click on Report List for a complete list of stored documents.

- Click **SUBMIT** to calculate the fees due
- Click **SUBMIT** to confirm

*NOTE:* Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice. Refer to page 18-20 of this booklet for the online payment process. Payments must be postmarked by the payment due date or late payment penalties apply.

(See page 21 for the application and payment schedule.)

### b. DELETE VEHICLE(S) RENEWAL PROCESSING

Use this process to remove equipment from the renewal application.

- Click on **DELETE VEHICLE**
- **The Delete Vehicle selection** menu appears



Complete screen as follows:

| VEHICLE CONTROL | Enter the number of vehicles to be deleted |
|---|---|
| **SELECT (SEL)** | Check only the boxes next to the units to be deleted |
| **DELETE REASON** | Select one of the following delete reasons:<br>**J** – Junked<br>**L** - Leased<br>**S** - Sold<br>**W** - Wrecked<br>**R** - Repossession<br>**T** - Out of Service<br>**O** - Other |

Click **SUBMIT** to continue

- When all vehicles are amended and/or deleted, choose **BILLING** from the drop down menu and click **SUBMIT.**
- **The IRP Billing** page appears

c. **AMEND VEHICLE RENEWAL PROCESSING**
   Use this process to enter the correct USDOT and TAX ID numbers of the motor carrier responsible for the safety of each vehicle and to update any equipment information such as unit numbers, ownership, purchase dates, title number, unladen weight, purchase price, weight changes, etc.

   - Click on **AMEND VEHICLE**
   - The **Amend Vehicle Selection** page appears



   Complete the screen using the information in this table:
   - Type the number of vehicles to be amended in the **VEHICLE CONTROL** field.
   - Type EITHER the first vehicle's plate number, VIN number or Unit number in the corresponding field. Use only ONE of the three (plate, VIN or unit) fields.

   - Click **SUBMIT** to continue
   - The **Amend Vehicle** page appears. Update the information on the vehicle
   - Click **SUBMIT**
   - If there are no errors, click **SUBMIT** to confirm

*NOTE: If you are processing more than one vehicle, the control screen appears each time you finish processing a vehicle so that you can process the next one. If necessary, you can change the vehicle control number when this screen appears.*

   - When all vehicles are amended and/or deleted, choose **BILLING** from the drop down menu and click **SUBMIT**
   - **The IRP Billing** page appears

**IRP Billing**



- Choose a **DELIVERY OPTION** (fax or e-mail) to receive your detailed billing and invoice. Enter your fax number or e-mail address in the required field. Be sure the typed information is correct.
- To send invoices to your Report List (see the tabs at the top of the screen), choose Preview. Click on Report List for a complete list of stored documents.


- Click **SUBMIT** to calculate the fees due
- Click **SUBMIT** to confirm

*NOTE:* Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice. Refer to page 18-20 of this booklet for the online payment process. Payments must be postmarked by the payment due date or late payment penalties apply.

(See page 20 for the application and payment schedule.)

## WHAT YOU NEED TO KNOW BEFORE MAKING AN ONLINE PAYMENT

**Credit/Debit Card**
MoDOT Motor Carrier Services accepts Visa, MasterCard, American Express, and Discover.

*Convenience Fee*
A convenience fee, charged by the card processing company, is added to each transaction. The fees are based on the amount of the transaction, see table below:

| Transaction Dollar Amount | Convenience Fee |
|---|---|
| 0-$33 | $1.00 |
| $33.01-$100 | 3% |
| $100.01-$250 | 2.95% |
| $250.01-$750 | 2.85% |
| $750.01-$1000 | 2.80% |
| $1000.01-$1500 | 2.75% |
| $1500.01-$2000 | 2.70% |
| $2000.01and up | 2.60% |

*Security Code (CV2)*
The security code, also known as a CV2, is a three-digit number printed on the signature section on the back of the card. Enter the security code in the box marked "**CV2**". It is a required field.

If you pay in person or by phone, the MoDOT agent will ask for the code.

*Get Fee*
Use the Get Fee button to calculate the exact amount of the convenience fee. When the fee appears, you can apply payment.

**Using e-check**
Pay directly from a checking account. The convenience fee for this service is 60 cents, regardless of the transaction amount.

## PROCESSING AN ONLINE PAYMENT

Click on the **PAYMENT** tab and choose **PAYMENT SYSTEM**



Click the drop down list for invoice status and select **INVOICED**

Click on the **BLUE ID NUMBER** of the invoice you wish to pay. Invoice details will appear on the right side of the screen.

## USING A CREDIT OR DEBIT CARD:



3. Choose a RECIEPT DELIVERY OPTION.
4. Choose the credit/debit card PAYMENT METHOD.
5. Choose the CARD TYPE.
6. Enter the NAME ON THE CREDT/DEBIT CARD.
7. Enter the EXPIRATION DATE of the credit/debit card.
1. Enter the CREDIT/DEBIT CARD NUMBER.
2. Click GET FEE.
3. Click APPLY PAYMENT

The IRP renewal is now paid and you can retrieve a copy of the receipt via the "Receipt Delivery Option" you chose.

- If paid in full, the **Blue ID** cart will change to PAID and show a $0.00 balance.
- If partially paid, the **Blue ID** cart will change to PARTIALLY PAID and show the balance due.

## PAYING ONLINE WITH ELECTRONIC CHECK (e- CHECK)

The payment processing company charges a convenience fee of $0.60 per transaction.



The IRP renewal is now paid. You can retrieve a copy of the receipt via the Receipt Delivery Option you chose.

• If paid in full, the **Blue ID** cart will change to PAID and show a $0.00 balance.
• If partially paid, the **Blue ID** cart will change to PARTIALLY PAID and show balance due

**REQUIRED SUPPORTING DOCUMENTS**

The following supporting documents are required.

**Personal Property Tax Receipt or Waiver**
Submit a legible photocopy of the current year's personal property tax receipt and/or waiver for all <u>owned and leased vehicles</u>. If the vehicles are not individually itemized on the receipt, you must submit a copy of the assessment form.

If submitting several receipts, you must indicate the unit numbers on the receipts and submit them in the order the units are listed on the renewal.

**Heavy Highway Vehicle Use Tax**
Submit a legible photocopy of the current Federal Heavy Vehicle Use Tax Receipt (IRS- Form 2290) for all owned and leased vehicles licensed for 55,000 lbs. or more.

If submitting several receipts, please indicate the unit numbers on the receipts and submit them in the order the units are listed on the renewal. All VINs must be complete, legible and agree with our records.

**Titles and Leases**
Legible photocopies of new titles and/or leases must be submitted when there are any ownership changes or updates to a vehicle. Please indicate vehicle unit numbers on these documents.

<u>**MCS-150**</u> – If the last time you filed an update to your Federal Motor Carrier Identification form was more than 18 months ago, you cannot renew your registration. Update the form online or download a paper form at [www.safer.fmcsa.dot.gov](www.safer.fmcsa.dot.gov). You can mail or fax the paper form to MoDOT MCS.

**Mailing address**
MoDOT Motor Carrier Services
P O Box 893
Jefferson City, MO 65102

**Physical Address (for shipping by UPS, FedEX, DHL, etc.)**
MoDOT Motor Carrier Services
 1320 Creek Trail Drive
Jefferson City, MO 65109

**Phone**
Toll-free 1-866-831-6277 or (573) 751-7100

**e-mail**
[contactmcs@modot.mo.gov](contactmcs@modot.mo.gov)

**MoDOT Motor Carrier Services Website**
[www.modot.org/mcs](www.modot.org/mcs)

**HOW TO CONTINUE A SUPPLEMENT AFTER EXITING THE PROGRAM (SUPPLEMENT CONTINUANCE)**

If you exit the program at any time during a transaction before the renewal is in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function to get back to the point where you left off.



MoDOT Carrier Express holds a renewal or supplement transaction at the point of the last saved page. To resume your work, choose supplement continuance.

1. From the IRP Main Menu, select **SUPPLEMENT CONTINUANCE**.

2. Complete the screen as follows:

| ACCOUNT NBR | IRP Account Number |
|---|---|
| FLEET NBR | Fill in the fleet number if needed |
| EXP MM/YR | Enter the month and year that the renewed license will expire. |
| SUPP NBR | Enter the supplement number you want to resume. Enter **"0" for a renewal.** |

3. Click **SUBMIT**. The renewal will open where you left off.

4. Continue processing the application.

**INQUIRY PROCESS**

This process allows you to search (inquire/view) information in your account. You can review supplement statuses, fleet active vehicles, weight groups, etc.

You cannot process additional functions from the Inquiry function. You must return to the APPLICATIONS tab to process additional functions.

Click the **SEARCH** tab

The IRP Inquiry Menu page will display
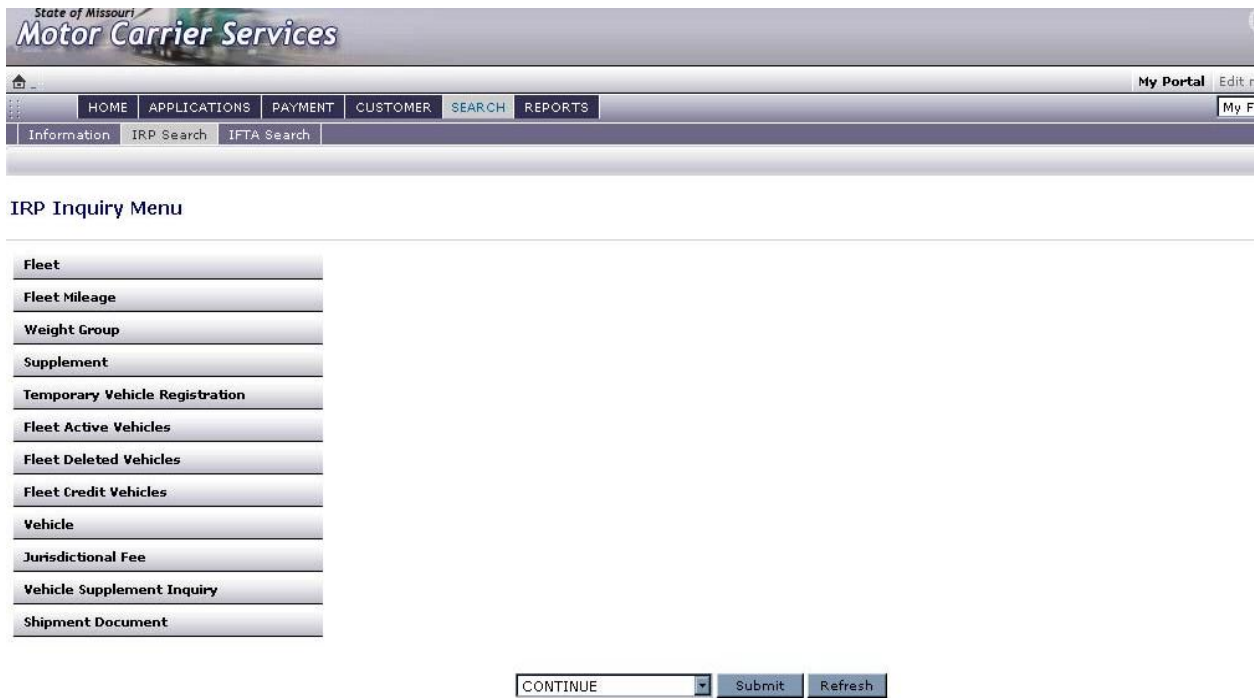


Click on **IRP SEARCH**

Choose the option you wish to inquire from the menu on the left side of the page

Complete the screen as follows:

| FLEET NBR | Enter the fleet number for the supplement you wish to continue. |
|---|---|
| EXP MM/YR | Enter the month and year of the fleet's registration period. |
| ALL OTHER FIELDS | Enter only one search option at a time. |

Click **SUBMIT** to continue. From here you can filter through the screens as needed. Choose from drop down lists such as **RETURN** to go back to a previously viewed screen. Do not use your browser's "back" button.

# IRP Renewal Schedule

| Registration Period | File By | Pay By | Plate Expires |
|---|---|---|---|
| January 1 to December 31 | October 1* | December 1* | December 31 |
| April 1 to March 31 | January 1* | March 1* | March 31 |
| July 1 to June 30 | April 1* | June 1* | June 30 |
| October 1 to September 30 | August 1* | September 1* | September 30 |
|  | Late filing penalty = $100 | Late payment penalty = $50 per truck, to a maximum of $150. | * - First business day of the month |